



Memo

To: School Principals and Parish Administrators
From: Benefits Services Office, Human Resources and Office of Catholic Schools
Date: April 17, 2014
Re: Payroll Policy for Ten-Month School Employees

Beginning August 1, 2014 non-certificated school employees who work ten months a year must be salaried and paid over twelve months if they are eligible for benefits. The only way we can keep these employees enrolled in their benefits is if they continue to be paid during the summer months.

We have attached a spreadsheet to help you calculate the minimum salary to pay when a partial year employee is paid over twelve months. Please use this spreadsheet to assure that you meet the minimum wage requirements.

The Catholic Schools Office has revised the work agreement for non-certified, benefit-eligible staff. It specifies they will be paid on a salaried basis distributed over 12 months. The employment work agreement is available on their website. Please note that the twelve-month pay policy does not affect part time employees who are not eligible for benefits.

If you have questions about the work agreement please contact the Catholic Schools Office. For questions about salary please contact Human Resources. For questions about benefits please contact Benefits Services Office. Thank you!

BSO\Compliance\Eligibility for 10 month employees.docx

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